

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.		GENERAL	
1. NAME OF EMPLOYEE (Last-First-Middle)	25X1A9a	2. DATE OF BIRTH	3. SERVICE DESIGNATION
5. POSITION TITLE	15 Dec 1957	6. OFFICE OF ASSIGNMENT	68/12
7. OCCUPATIONAL CODE	08-0311.01	8. OFFICE OF ASSIGNMENT	Office of Chief, Secy. Research, CIA

SECTION B.		CAREER INTERESTS	
9. GENERAL TYPE OF ACTIVITY	Secretarial.		

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)	
A. IMMEDIATE (Within next 1 to 2 years)	Continue present secretarial assignment.
B. LONG-RANGE (Within next 3 to 5 years)	Secretary at higher level.

SECTION C.		TRAINING	
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING			
A. IMMEDIATE (Within next 1 to 2 years)	B-21, Effective Writing Course in office management Course in geography		
B. LONG-RANGE (Within next 3 to 5 years)	B-7, Basic Supervision.		

12. ADDITIONAL COMMENTS	
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I recognize that the implementation of my career preferences must depend upon the needs of the organization. I understand that my performance, capabilities and interests will be given due consideration.	13. DATE COMPLETED	25X1A9a	SIGNATURE OF EMPLOYEE
	19 August 1957		

SECTION D.

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

career interests are well related to her innate capabilities and interests. Secretarial work at a higher level at some time in the future is a well-conceived goal to which experience and training may be directed.

16. RELATIVE TO TRAINING FOR EMPLOYEE

The training indicated seems appropriate to the goals of the employee and should be pursued as arrangements can be made.

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

TITLE

Chief, Geographic Research Area, ORR

25X1A9a

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

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SECRET

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- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.		GENERAL	
1. NAME OF EMPLOYEE (Last-First-Middle) 25X1A9a	2. DATE OF BIRTH 15 Dec 1929	3. SERVICE DESIGNATION SD/IR	4. GRADE GS-7
5. POSITION TITLE Secretary to Chief/C	6. OCCUPATIONAL CODE 00-0310.01	7. OFFICE OF ASSIGNMENT Office of Chief, Geog. Research, GRR	

SECTION B.		CAREER INTERESTS	
9. GENERAL TYPE OF ACTIVITY Secretarial.			
10. SPECIFIC TYPE OF ACTIVITY (Including assignments) A. IMMEDIATE (Within next 1 to 2 years) Continue present secretarial assignment.			
B. LONG-RANGE (Within next 3 to 5 years) Secretary at higher level.			

SECTION C.		TRAINING	
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING A. IMMEDIATE (Within next 1 to 2 years) B-21, Effective Writing Course in office management Course in geography			
B. LONG-RANGE (Within next 3 to 5 years) B-7, Basic Supervision.			

12. ADDITIONAL COMMENTS	
RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.	13. DATE COMPLETED 19 August 1957

25X1A9a NAME OF EMPLOYEE

SECTION D.

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

career interests are well related to her innate capabilities and interests. Secretarial work at a higher level at some time in the future is a well-conceived goal to which experience and training may be directed.

16. RELATIVE TO TRAINING FOR EMPLOYEE

The training indicated seems appropriate to the goals of the employee and should be pursued as arrangements can be made.

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

18

25X1A9a

20

19. TITLE

Chief, Geographic Research Area, ORR

19 August 1957

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

25X1A9a

career interests are compatible with her innate capabilities and interests. Secretarial work at a higher level is a well-conceived goal to which experience and training may be directed. She is well qualified for an overseas assignment.

25X1A9a

22. TYPED OR PRINTED NAME

25X1A9a

24. TITLE

Secretary, Career Service Board, ORR

25. DATE

14 MAY 1959

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